ICMR | NCDIR
INDIAN COUNCIL OF MEDICAL RESEARCH | NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH

NATIONAL CENTRE FOR DISEASE INFORMATICS AND RESEARCH
Indian Council of Medical Research, Bengaluru

No. NCDIR/Projects/6/2019-20 dated: 02-1-2020

ADDENDUM

With reference to NCDIR Notification No: NCDIR/Projects/6/2019-20, dated 27-12-2019, the additional post has been added. The detail of the post is given below:

Health Technology Assessment Project under Resource Centre/Hub at NCDIR, Bengaluru. **{One post-UR} (upto 31-03-2022)**

Sl. No	Name of the Post	Consolidated Salary per month	No. of Vacancies & Reservation	Age Limit below	Qualifications		Job Description
					Essential	**Desirable**	
1	Project Administrative Assistant	Rs.31,000/- per month (Lumpsum)	One Post (UR)	30 years	Graduate in any discipline with five years' experience of administration/finance and accounts work.	(i)Knowledge of preparation of Budget, finalization of accounts, (ii) Experience in handling Administration, Accounts, Establishment matters (which includes all service related matters) and procurement and maintenance of stores, etc.	Will be responsible for all administrative activities like handling project accounts, auditing, procurements, all documentation related to project.

SCHEDULE FOR WALK-IN- WRITTEN TEST/ SKILL TEST FOLLOWED BY PERSONAL DISCUSSION

Sl. No.	Post	No. of posts	Date and time of verification of document	Date and time of Skill test and Interview
1	Project Administrative Assistant	1	22-1-2020 from 9 AM to 11 AM	22-1-2020 from 11 AM onwards

NOTE: Terms and conditions remain same as that of NCDIR/Projects/6/2019-20, dated 27-12-2019.

Administrative Officer 2/1/2020
National Centre for Disease Informatics
and Research (ICMR), Bangalore

Sd/-
DIRECTOR
NCDIR, Bengaluru